



Joe Gear
Executive Director

California Fire & Rescue Training Authority, Sacramento

P.O. Box 3130 Rancho Cordova, CA 95741 • Phone (916) 475-1660 • Fax (916) 475-1662
www.fireandrescuetraining.ca.gov

Fire Chief Kim Zagaris, Chairperson
Deputy Chief Leo Baustian
Director Matt Kelly

Governing Council

California Emergency Management Agency
Sacramento Fire Department
Sacramento Metropolitan Fire District

Request For Informal Bid

Date: August 16, 2010

Subject: The California Fire & Rescue Training Authority is requesting written bids for Screenprinted and Embroidered Logo Apparel

Submit written Bid to: California Fire & Rescue Training Authority
P.O. Box 3130
Rancho Cordova, CA 95741
Fax #: (916) 475-1662
Attn: Joe Gear
Title: Executive Director

Direct technical inquiries to: Contact: Sherri Martucci
Phone #: (916) 475-1664

Written Bids shall be submitted by: Date: August 19, 2010
Time: 12 noon

NO EXCEPTIONS

Late submittals will not be considered. Written bids must be received by the time and location specified above. Postmarks will not be accepted. Bids addressed to anyone other than the person specified above under "Submit written Bid to" section will not be accepted.

The California Fire & Rescue Training Authority intends to award the contract to the lowest, responsive, responsible bidder. The California Fire & Rescue Training Authority (CFRTA) reserves the right to reject any or all bids offered in response to this RFIB, and either rebid or take any other action permitted by statute. The CFRTA reserves the right to negotiate the terms and conditions of any final contract for purchase of the item(s) described herein.

Bid proposals shall be clearly marked: **CFRTA Logo Apparel**

Questions, requests for further information and/or clarification of the bidding process should be directed to:

Joe Gear – Executive Director
California Fire & Rescue Training Authority
P.O. Box 3130
Rancho Cordova, CA 95741
(916) 475-1660
(916) 475-1662

Scope of Work/Specifications: The California Fire and Rescue Training Authority is seeking various screenprinted and embroidered logo apparel for its administrative staff, instructional staff and fire academy students.

The following two logos will be used: California Fire & Rescue Training Authority (CFRTA) or California Regional Fire Academy (CRFA). They will be either embroidered or screenprinted depending on the item.



Fire Academy Recruit T-Shirts –

- CRFA Logo screenprinted on Front left chest; American Flag on right arm (reversed); "Regional Fire Academy" on back in white text.
- 5180 Hanes "Beefy" Tee – Deep Navy
- Quantities needed: 15 Small; 100 Medium; 165 Large; 55 x-Large

Fire Academy Recruit Sweatshirts –

- CRFA Logo screenprinted on Front left chest; "Regional Fire Academy" on back in white (same as t-shirts). No flag.
- F260 Hanes Ultimate Cotton Crewneck Sweatshirt – Deep Navy
- Quantities needed: 40 Medium; 75 Large; 25 x-Large

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Fire Academy Recruit Shorts –

- CRFA Logo screenprinted on front left leg
- 122 Anvil Adult Cotton Plus Shorts - Navy
- Quantities needed: 50 Medium; 115 Large; 50 x-Large

Fire Academy Hats –

- California Fire Academy Sacramento embroidered on front of cap (two color)
- 6677 Yupong Wool Pro Style Flex Fit Cap – Dark Navy
- Quantity needed: 100 one size

Staff T-Shirts –

- CFRTA Logo screenprinted on Front left chest; “Fire & Rescue Staff” on back in white text.
- 5180 Hanes “Beefy” Tee – Deep Navy
- Quantities needed: 5 Small; 10 Medium; 20 Large; 20 XL; 10 2XL; 5 3XL

Staff Polo/Collared Shirts –

- Embroidery: CFRTA Logo on left chest only
 - K420 Port Authority Pique Knit Sport Shirts
 1. White – 5 Medium; 10 Large; 10 XL; 10 XXL; 2 3XL; 2 4XL; 2 5XL; 2 6XL
 2. Navy – 5 Medium; 10 Large; 10 XL; 10 XXL; 2 3XL; 2 4XL; 2 5XL; 2 6XL
 3. Stone – 5 Medium; 10 Large; 10 XL; 5 XXL; 2 3XL; 2 4XL; 2 5XL; 2 6XL
 - L455 Port Authority Rapid Dry Sports Shirt
 1. Jet Black – 5 Medium; 5 Large; 4 XL; 2XXL; Plus 1X
 2. Stone – 5 Medium; 5 Large; 4 XL; 2XXL; Plus 1X
 - L451 Port Authority Rapid Dry Button Front Sports Shirt
 1. Jet Black – 5 Medium; 5 Large; 4 XL; 2XXL; Plus 1X
 2. White – 5 Medium; 5 Large; 4 XL; 2XXL; Plus 1X
 3. Riviera Blue – 5 Medium; 5 Large; 4 XL; 2XXL; Plus 1X
 - L448 Port Authority Pima Cotton Sports Shirt
 1. Stone – 5 Medium; 5 Large; 4 XL; 2XXL; Plus 1X
 2. Blueberry – 5 Medium; 5 Large; 4 XL; 2XXL; Plus 1X

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Staff Collared Shirts -

- Embroidery: CFRTA Logo on left chest
- 768 Tri Mountain Short Sleeve Shirt
 1. Black – 5 Medium; 10 Large; 10 XL; 5 2XL; 2 3XL
2 4XL; 2 5XL; 2 6XL; 2 XLT; 2 2XLT
 2. Khaki– 5 Medium; 10 Large; 10 XL; 5 2XL; 2 3XL
2 4XL; 2 5XL; 2 6XL; 2 XLT; 2 2XLT
 3. Mountain Blue – 5 Medium; 10 Large; 10 XL; 5 2XL; 2 3XL
2 4XL; 2 5XL; 2 6XL; 2 XLT; 2 2XLT
- 770 Tri Mountain Long Sleeve Shirt
 1. Black – 5 Medium; 10 Large; 10 XL; 5 2XL; 2 3XL
 2. Khaki – 5 Medium; 10 Large; 10 XL; 5 2XL; 2 3XL
 3. Mountain Blue – 5 Medium; 10 Large; 10 XL; 5 2XL; 2 3XL
- 761 Tri Mountain Apprentice Short Sleeve Shirt
 1. Black – 3 Sm; 5 Med; 5 Lg; 5 XL; 5 2XL; 2 3XL; 2 4XL
 2. Khaki– 3 Sm; 5 Med; 5 Lg; 5 XL; 5 2XL; 2 3XL; 2 4XL

Staff Fleece Jacket –

- Embroidery: CFRTA Logo on left chest
- L265 Sport Tek Ladies Full-Zip Hooded Fleece Jacket
 1. Navy – 1 Sm; 3 Med; 3 Lg; 3 XL; 2 2XL; 1 3XL; 1 4XL

Instructor Polo Shirts –

- Embroidery: CFRTA Logo on left chest and “Instructor” embroidered below in white or black or other complimentary color
- K 420 Port Authority Pique Knit Sports Shirts
 1. White – 5 Medium; 10 Large; 10 XL; 10 XXL;
2 3XL; 2 4XL; 2 5XL; 2 6XL
 2. Navy – 5 Medium; 10 Large; 10 XL; 10 XXL
2 3XL; 2 4XL; 2 5XL; 2 6XL
 3. Stone – 5 Medium; 10 Large; 10 XL; 5 XXL
2 3XL; 2 4XL; 2 5XL; 2 6XL
 4. Oxford – 5 Medium; 10 Large; 10 XL; 5 XXL
2 3XL; 2 4XL; 2 5XL; 2 6XL

Instructor Collared Shirts –

- Embroidery: CFRTA Logo on left chest and “Instructor” on right chest in white or black or other complimentary color
- 768 Tri Mountain Short Sleeve Shirt
 1. Black – 5 Medium; 10 Large; 10 XL; 5 2XL; 2 3XL

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- 3 4XL; 2 5XL; 2 6XL; 2 XLT; 2 2XLT
- 2. Khaki– 5 Medium; 10 Large; 10 XL; 5 2XL; 2 3XL
2 4XL; 2 5XL; 2 6XL; 2 XLT; 2 2XLT
- 3. Mountain Blue – 5 Medium; 10 Large; 10 XL; 5 2XL; 2 3XL
2 4XL; 2 5XL; 2 6XL; 2 XLT; 2 2XLT

- 770 Tri Mountain Long Sleeve Shirt

- 1. Black – 5 Medium; 10 Large; 10 XL; 5 2XL; 2 3XL
- 2. Khaki – 5 Medium; 10 Large; 10 XL; 5 2XL; 2 3XL
- 3. Mountain Blue – 5 Medium; 10 Large; 10 XL; 5 2XL; 2 3XL

- 761 Tri Mountain Apprentice Short Sleeve Shirt

- 1. Black – 3 Sm; 5 Med; 5 Lg; 5 XL; 5 2XL; 2 3XL; 2 4XL
- 2. Khaki– 3 Sm; 5 Med; 5 Lg; 5 XL; 5 2XL; 2 3XL; 2 4XL

Additional Bid Requirements

- ❖ All items must be listed by unit price and bid must include a total price, inclusive of shipping, handling, set up charges and/or any other fees.
- ❖ Any item substitutions in the bid are subject to review and approval prior to bid award.
- ❖ Any per unit price breaks at higher than the requested quantities may be proposed and may be considered.
- ❖ Proofs required before final screenprinting or embroidery.

Additional Bid Information

- ❖ It is CFRTA's intention to award entire apparel order to the successful bidder but reserves the right to remove any individual items due to excessive pricing, product quality or other quality assurance issues.
- ❖ Successful bidder to provide IRS W-9 form and copy of business license.
- ❖ Successful bidder may be required to provide product samples prior to production.
- ❖ Bidder must own and operate the business and all machinery. Outsourcing is not permitted.
- ❖ CFRTA will notify only the successful bidder upon award.

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Bidder Submission Instructions

Bid Submission Packet

To successfully submit a bid, bidders are required to submit a bid packet to the location specified in the "Submit Written Bid To" section above. The bid packet shall contain the following documentation:

- The "Request For Informal Bid Document" with signature, date and title at the bottom of each page indicating that the informal bid document, including attachments, was received and read.
- A Written Bid shall be submitted on company letterhead adhering to the specifications identified in the "Scope of Work/Specifications" section of the Request For Informal Bid. The total cost for the requested project/service shall include all applicable costs (tax, shipping, etc.) and a final total.

Bid Submission Method

Bids shall be submitted using one of the following methods if applicable:

- In Person – hand delivered to the California Fire and Rescue Training Authority if the address is provided in the "Submit Written Bid To" section.
- By mail - using certified or registered mail with return receipt requested, or by overnight delivery services if the address is provided in the "Submit Written Bid To" section.
- By Fax – If a fax number is provided in the "Submit Written Bid To" section.

Upon Bid Award

- Upon Bid Award, the successful bidder shall execute and submit the appropriate CFRTA's Conflict of Interest Statement.
- Upon Bid Award, the successful bidder shall provide proof to the satisfaction of the CFRTA of appropriate insurance coverage, such as a Comprehensive General Liability policy, a Professional Errors and Omissions policy, or Worker's Compensation policy, depending upon the nature of the services or personal property requested.
- Upon contract award, it becomes the bidder's responsibility to furnish the personal property or special services meeting the specifications stated. Deviations from these specifications must be stated by the supplier when making a proposal. If not stated, the CFRTA assumes that the specifications are going to be met. Deviations are not automatically acceptable and major deviations must be investigated to determine whether or not all bidders should be advised of a specification change and given the opportunity to resubmit bids.

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